**Eye to Eye Young People’s Counselling Service**

**Charity Number 1170631**

**Safeguarding Policy Adults at Risk.**

**General Statement**

Eye to Eye carries out activities which may bring its employees and people working on behalf of the organisation into contact with adults at risk. Eye to Eye is committed to creating and maintaining the safest possible environment for these people as well as for its employees and workers and all reasonable steps will be taken to prevent all parties from harm, recognizing the risks involved in lone working.

This Policy relates to a range Government legislation, including the Social Services and Well-being (Wales) Act 2014, Police Act 1997, the Rehabilitation of Offenders Act 1974, Health & Safety at Work Act 1974, the Human Rights Act 1998, the Protection of Freedoms Act 2012 and the Safeguarding Vulnerable Groups Act 2006.

**Principles**

This policy is designed to safeguard and promote the welfare of adults at risk. It is aimed at protecting both the individual and the member of staff

 **Scope of Policy**

This Policy relates to Eye to Eye staff, trustees, volunteers and any other partner, agency or individual working on behalf or representing the organisation,

 **Definition of an Adult at Risk**

An “adult at risk”, as defined by Section 126(1) of the Social Services and Well-being Act is an adult who:

* is experiencing or is at risk of abuse or neglect;
* has needs for care and support (whether or not the authority is meeting any of those needs); and
* as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.”

Adults who **may** fall within this definition include adults with a learning disability or mental health problem, older people and disabled people, particularly when their situation is complicated by additional factors. Chronic illness, sensory impairment, challenging behaviour, social or emotional problems, poverty or homelessness. It may be that they are unable to take care of themselves or protect themselves against harm and abuse.

If there is concern which relates to anyone under the age of 18, procedures described in Eye to Eye Safeguarding Children Policy should be followed.

The Eye to Eye Designated Person (Safeguarding) is Alison Theaker

**Guidance**

It is the line manager’s responsibility to clarify with the staff member, volunteer or associate their roles and responsibilities regarding their relationships with adults at risk with whom they may be in contact. Regular supervision for staff involved will monitor this work and offer the opportunity to raise any issues.

Specific guidance and procedures at Appendix 1 set out:

The principles which should be followed when working with adults at risk

The procedures that should be followed when working with adults at risk

**Appendix 1**

**Guidance, Principles & Procedures to be followed in relation to Safeguarding Adults at Risk Policy**

**Introduction**

Eye to Eye has a legal and moral responsibility to provide a duty of care to all adults at risk through implementing procedures to safeguard their well-being and protect them from harm.

This Policy sets out the practice and procedures in order to safeguard and promote the welfare of adults at risk. It is aimed at protecting both the individual and the member of staff or representative of the charity

**Principles**

This policy is designed to ensure that all employees and volunteers working with adults at risk are carefully selected, understand and accept responsibility for the safety of those individuals in their care.

This policy ensures that the health, safety and welfare of all adults at risk is of paramount importance when involved in training courses or activities which come under the responsibility of Eye to Eye

This policy ensures a swift and appropriate response to all suspicions or allegations of abuse, and ensures confidential information is restricted to the appropriate individuals within Eye to Eye and appropriate external agencies.

The Eye to Eye Designated Person (Safeguarding) is Alison Theaker

**Safe Recruitment**

Those who are involved in situations where they have sustained or prolonged unsupervised access to adults at risk are exempt from the Rehabilitation of Offenders legislation. This means that prospective employees, associates and volunteers must declare all criminal convictions, however long ago and these will be taken into account when deciding on their suitability for working with adults at risk.

In line with Eye to Eye Vetting and Barring Policy, all staff, associates and volunteers who will be working with adults at risk as described in 3.1 above, including in the delivery of training, will be asked to complete an Enhanced Disclosure and Barring Service (DBS) check and, if applicable, they will be checked against the appropriate Barred List. Any Disclosure that causes concern will be assessed in line with Eye to Eye Vetting & Barring Policy.

In line with Eye to Eye Recruitment Policy, following a successful interview process, two references will be taken up for all staff, associates and volunteers.

Eye to Eye will ensure that all employees, associates and volunteers have appropriate qualifications and training.

If there is any doubt or concern about an employee, associate or volunteer this should be passed on to the Designated Person (Safeguarding) or, in the event that the concern relates to the Designated Person (Safeguarding), this should be passed to the Chair of the Trustee Board.

**Creating a Safe and Caring Environment**

Risk Assessments should be undertaken prior to any offsite visits or new types of activities.

Employees/volunteers working with adults at risk should be appropriately trained and qualified to ensure the safe provision of services, use of equipment, activities undertaken, etc.

Employees, associates or volunteers must treat all with respect.

Employees, associates or volunteers must not make racist, sexist or any other remarks which upset or humiliate

Employees/volunteers must abide by all professional standards.

Employees, associates or volunteers must never subject any adult at risk to any form of harm or abuse.

Our staff should not

Allow or engage in sexually suggestion behaviour within a person’s sight or hearing, or make suggestive remarks to or within earshot

Give or show anything which could be construed as pornographic

Seek or agree to meet them anywhere outside of the normal workplace without the full prior knowledge and agreement of the parent, guardian or carer.

**Roles and Responsibilities of employees/volunteers**

The safety of all parties, including participants and employees, associates or volunteers is of prime consideration at all times.

Employees, and volunteers are responsible for reporting suspected cases of abuse to the Designated Person (Safeguarding). Any such case should not be investigated by the employee, associate or volunteer.

**Responding to Signs of Abuse**

Employees, and volunteers are responsible for reporting suspected cases of abuse to the Designated Person (Safeguarding) who will then contact the appropriate authorities if necessary.

Any such case should not be investigated by the employee, associate or volunteer.

The Eye to Eye Designated Person (Safeguarding) will need to take into account: the need for discussion with an appropriate representative of any external organisation associated with the concern including staff or representatives, and/or referral to external agencies including the police, DBS or social services etc. as appropriate.

The Eye to Eye Designated Person (Safeguarding) is not responsible for making or contributing to any disciplinary decisions on behalf of, or confirming that an alleged abuse has occurred within, any third party organisation.

**Confidentiality**

Every effort must be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. Information must be stored in a secure place with limited access to designated people, in line with data protection.

**Breach of this Policy**

Failure to follow the guidelines in this policy is considered a serious offence and will be investigated thoroughly through Children in Wales’ Disciplinary Policy in the case of employees, or by the Corporate Management Team in relation to associates or volunteers.